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# How to Make Payment:

1. Locate the desired account
2. From the Account Menu, select Enter Payment
3. Select Payment Method
    a. If eCheck is selected, verify that the Yes, using a new bank account populated in the Charge the Account box, then click Next
        i. Complete the Account Information screen based on the information of the bank account holder (may not be the same as the insured's info)
        ii. Enter the Bank Name, Type of Account, Routing Number, and Account Number
        iii. Click Save
        iv. On the Enter Payment screen, verify the information is correct. Change payment amount if the insured is paying a different amount than the amount due
        v. Click Save
        vi. On the next screen, Click Process
        vii. The payment is successful only when a receipt is generated
    b. If Credit Card (debit card) is selected, verify that the Yes, using a new credit card populated in the Charge the Account box, then click Next
        i. Complete the Billing Information page based on the billing information of the credit card being used. Please note fields with an "*" are required fields
        ii. Click Next
        iii. Complete the Payment Details and click Next
        iv. Review your Order and click Finish